YOU CAN EASILY BALANCE YOUR CHECKBOOK BY FOLLOWING THIS PROCEDURE

FILL IN THE FOLLOWING AMOUNTS FROM YOUR CHECKBOOK AND BANK STATEMENT.

BALANCE SHOWN ON BANK STATEMENT	$ _____	BALANCE SHOWN IN YOUR CHECKBOOK	$ _____
ADD DEPOSITS NOT ON STATEMENT	$ _____	ADD ANY DEPOSITS NOT ALREADY ENTERED IN CHECKBOOK	$ _____
	_____		_____
	_____		
TOTAL	$ _____	TOTAL	$ _____

SUBTRACT CHECKS ISSUED BUT NOT ON STATEMENT

NO.	AMOUNT
_____	$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBTRACT CHECKS, SERVICE CHARGES AND OTHER BANK CHARGES NOT IN CHECKBOOK

ITEM	AMOUNT
_____	$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL	$ _____	TOTAL	$ _____
BALANCE	$ _____	BALANCE	$ _____

THESE TOTALS REPRESENT THE CORRECT AMOUNT OF MONEY YOU HAVE IN THE BANK AND SHOULD AGREE. DIFFERENCES, IF ANY, SHOULD BE REPORTED TO THE BANK WITHIN TEN DAYS AFTER THE RECEIPT OF YOUR STATEMENT.